



BECOMING A RIDER TRAINING PROVIDER APPLICATION CHECKLIST

Prior to submitting an application to become an MSF-recognized Rider Training Provider, the MSF strongly recommends that potential providers **contact their state-level (or military branch) Motorcycle Program Coordinator**. S/he can provide you with state or branch specific rules and regulations applicable to training providers. State and Military Coordinator contact information can be found at www.msf-usa.org in the "Contact Us" section. The documents necessary to complete an application to become a Training Provider are found in the RETSORG library (www.retsorg.org) in the RERP materials section.

If you have any questions about this application process or your state does not have an appointed Motorcycle Program Coordinator, please call 949.727.3227 and ask to speak with a National Support Representative or email rep@msf-usa.org.

Step 1: Compile a Rider Education Recognition Program (RERP) Application package:

- Complete a RERP Application Form*.
- Review and sign the RERP Agreement*.
 - Must be signed by the person responsible for the administration of training at all MSF-recognized locations assigned to the RERP.
- If applicable, review and sign the appropriate Addendum to the RERP Agreement*.
- Complete the MSF *RiderCourse* Range Information Form (RIF)*.
- Take digital color photos of the proposed range area.
 - It is not necessary to have the range painted prior to taking photos.
 - Photos must follow MSF Guidelines for Range Photographs*.
- For Alternate or Modified ranges, include range diagrams.
 - For Alternate Ranges*, submit page one of the proposed range layout.
 - For Modified Ranges, submit your custom-designed diagrams for each range exercise.

Step 2: Review the application package:

- Verify that all documents are complete and have all required signatures.
- Be sure the photos meet MSF Guidelines for Range Photographs.
- For Modified Ranges, verify that range diagrams meet the requirements on pg. 2 of the RIF.
- Keep a copy of the submitted RERP documents for your files.

Step 3: Submit the completed RERP Application package to one of the following:

- State or Military Coordinator (required by some states and the military).
- Submit directly to MSF using one of the following options:
 - 1) E-mail all documents and photos (.jpg or .gif preferred) to: rep@msf-usa.org.
 - 2) Fax the documents to: 949.727.4217 (Attention: RERP), and e-mail range photos to rep@msf-usa.org. **Do not fax photos.**
 - 3) Mail all documents and photos to:

MSF
Attn: RERP Applications
2 Jenner, Suite 150
Irvine, CA 92618

**Allow approximately 21 business days to process applications.
Incomplete applications may be rejected or require significant additional time for processing.**

*Document located in the RETSORG library